

31 MAY 1995

Appendix M

FORMAT FOR REQUESTING ACQUISITION PROFESSIONAL COMMUNITY
SELECTION STANDARD WAIVERS

From: (Management official making the request)
To: (Management official authorized to grant APC selection standard waiver.
Note: this authority may be redelegated no lower than to a flag
officer, general officer, SES member, or an activity head.)
Via: (As determined by command)
Subj: REQUEST FOR ACQUISITION PROFESSIONAL COMMUNITY (APC) SELECTION STANDARD
WAIVER

1. Please grant an APC selection standard waiver for:

Name:

*Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy
military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the APC selection standard(s) that the person does not meet. Be specific, e.g., lacks 1 of the required 4 years of acquisition experience.
3. Provide justification for granting the waiver. Include in the justification the following statement: "I certify significant potential for advancement for the following reasons: (insert the rationale)." Include documentation, where appropriate, in support of the explanation.

Signature of requesting official and title

Approved/Disapproved

Signature of approving official, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as
appropriate
Copy to requesting official
Copy to DACM

* Only persons in or tentatively selected for CAPs may be granted APC selection standard waivers. If the person has been tentatively selected for a CAP, provide information as it relates to the CAP. For example, if a GS-13 has been tentatively selected for a GS-14, the information should be for the GS-14 position.

Appendix M to
Enclosure (1)

31 MAY 1995

General Guidance

1. Follow the APC selection standard format as it is vital that all required information be provided. Review part 2, chapter IV before applying for an APC selection standard waiver.
2. An APC selection standard waiver is initiated by management. Check to determine who within your organization has this authority.
3. Only persons in or tentatively selected for CAPs may be granted APC selection standard waivers.
4. An APC selection standard waiver confers membership in the APC. This is distinguished from a CAP assignment waiver which permits a person to occupy a specific CAP without becoming a member of the APC.
5. An APC selection standard waiver cannot be granted unless the granting official certifies that the person has significant potential for advancement. Be certain to include a statement justifying significant potential. Cite specific reasons, e.g., job performance, qualifying experience, etc., to support the justification.